

**St. Charles County
Workforce Development Board**

Mission Statement:

The St. Charles County Workforce Development System is an alliance of public and private leaders dedicated to moving careers, companies and communities forward through workforce development that impacts local wages, economic development that impacts local business investment and community development that impacts the local tax base.

Meeting Minutes Format

Committee: Executive Committee, February 3, 2021

Attending Members: Ben Abbott, Jeff Cartnal, Luanne Cundiff, Mike Hurlbert, Daryl Muhammad and Erin Williams

Attending Others: Cindy Fulton, Donna Holesinger, Lori Myers, and Jenny Warren

Issue/Action:

1. Welcome
2. Minutes of December 2, 2020 WDB Meeting
The committee reviewed the minutes from the December 2, 2020 WDB meeting. Jeff Cartnal made a motion to approve the minutes; Ben Abbott seconded it, and all were in favor. The motion carried.
3. Committee Reports
Executive Committee Meeting (November 4, 2020)
Lori Myers reviewed the minutes from the November 4th meeting. Lori indicated that the St. Charles County Council voted to approve the contract with the St. Charles Community College for One-Stop Operator and Career Services. The contract was finalized and effective as of January 1, 2021.

Manufacturing Task Force Meeting (November 18, 2020)
Mike Hurlbert reviewed the minutes from the November 18, 2020 meeting. The results of the 2020 Manufacturing Task Force Survey were discussed. The survey revealed that the largest barrier to filling open positions is a shortage of skilled workers.

Soft Skills Task Force Meeting (January 20, 2021)
Erin Williams reviewed the minutes from the January 20, 2021 meeting. This Task Force is in the process of reviewing best practices with the intent of developing some best practice guides.
4. Financials Update and December 2020 CPR - Executive Committee Report
Donna Holesinger reviewed the Executive Committee Financials update prepared on 2/3/2021. She went over current expenditures and the recent audit completed on our sub-recipient, the St. Charles Community College.
5. Director Updates
 - PY20 Statewide Quarterly Report Card (Quarter 1): The committee reviewed the St. Charles Region portion of this report card. Jenny Warren provided an update on the “Active Issues” listed in the report. Since this report was issued, we are now meeting our Employment Rate Quarter 2 for Dislocated Worker measure and the Credential Rate for Adult measure. We are also meeting our Measurable Skills Gain measure for Dislocated Worker but not for Adult

and Youth. Jenny explained that this is the first year for the Measurable Skills Gain measure. We do expect these 2 measures to increase in the next two quarters.

- 2021 Due Dates:
 - Board Certification – due April 30, 2021
Lori reviewed the certification process. She also discussed the new requirement to have a formalized new board member orientation process.
 - Conflict of Interest Attestations – due June 30, 2021
 - Bylaws Attestations – due June 30, 2021
 - Review of the Infrastructure Funding Agreement portion of our Memorandum of Understanding with required partners needs to be completed by June 30, 2021.
 - Board Officer Elections – due December 2021
- State Workforce Development Board Meetings – Lori indicated she would send out the 2021 meeting dates for the State Workforce Development Board. She also discussed the State Workforce Development Board’s newly created sub-committee charged with engaging with local workforce boards.
- Staffing Updates:
 - Lori announced that Jenny Warren has accepted the position of Assistant Director.
 - Tim Riley, a Career Counselor with the St. Charles Community College retired on 1/29/2021 after almost 29 years with the Missouri Job Center. Interviews are currently scheduled for his replacement.
 - Sharon Sontag resigned effective 1/27/2021. Her position is currently posted.

6. New Business

- Substate Monitoring reports (October 1 – December 31, 2020)
Cindy Fulton reviewed the Substate Monitoring report.
- Pilot Project with Vocational Rehabilitation
Lori discussed a pilot project that is currently underway involving the Missouri Job Center of St. Charles County, Missouri Vocational Rehabilitation, MERS Goodwill and Lewis & Clark Career Center. The goal of the project is to place eligible students who are work ready into a variety of training programs. The initial cohort will have 5-6 participants.
- Agenda for March 3, 2021 WDB Meeting
The committee discussed having an update on the Missouri Job Centers of the Future Initiative.

7. Adjournment

Erin Williams made a motion to adjourn; Ben Abbott seconded it, and all were in favor.

Next Meeting: The next Executive Committee meeting will be held Wednesday, May 5, 2021 at 8:00 a.m.